



# COUNTY OF LOS ANGELES

## DEPARTMENT OF HUMAN RESOURCES

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**LISA M. GARRETT**  
DIRECTOR OF PERSONNEL

April 5, 2013

To: Sachi A. Hamai  
Executive Officer

From: Lisa M. Garrett  
Director of Personnel

Subject: **REVIEW OF BOARD POLICY NO. 9.101 - SEXUAL HARASSMENT PREVENTION TRAINING FOR COUNTY EMPLOYEES**

In response to the January 22, 2013 request from the Executive Office, attached is the completed sunset review recommendation for Board Policy No. 9.101 – *Sexual Harassment Prevention Training for County Employees*.

The following recommended revisions reflect the consolidation of the Office of Affirmative Action Compliance into the Department of Human Resources and the Board's adoption of the County's Policy of Equity.

- Replace references to the County's "policy on sexual harassment" with the County's Policy of Equity on Sexual Harassment.
- Change responsible department from Office of Affirmative Action Compliance to Department of Human Resources (DHR).
- Add to the Reference section:
  - Chief Executive Office and Executive Office, Board of Supervisors - Approval of the County of Los Angeles Policy of Equity dated May 31, 2011
  - County of Los Angeles Policy of Equity dated July 1, 2011
  - DHR Policies, Procedures, and Guidelines Policy No. 812 dated July 25, 2011
  - Los Angeles County Code Chapter 5.09 – Policy of Equity
- Extend the sunset review date to May 21, 2018.

Should you have any questions, please contact me at (213) 974- 2406 or your staff may contact Henry Lucio, Principal Analyst, of my staff at (213) 639-6386.

LMG:SKT:EP  
JAWT:HL:ss

Attachment

S/PMPD/BOS Policies/BOS 9 101 memo (4 5 13)

*To Enrich Lives Through Effective and Caring Service*



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.101	Sexual Harassment Prevention Training For County Employees	05/21/96

## PURPOSE

Requires a statement to be signed by all County employees acknowledging they understand the County's [Policy of Equity on Sexual Harassment](#) ~~policy on sexual harassment~~ and will adhere to it ~~when appropriate~~; develops and implements a strategy that will ensure proper training of all County managers and supervisors on the County's ~~policy on sexual harassment~~ [Policy of Equity on Sexual Harassment](#); and establishes the effective implementation of the County's ~~policy on sexual harassment~~ [Policy of Equity on Sexual Harassment](#) as a component of each Department Head's performance evaluation.

## REFERENCE

May 21, 1996 Board Order, [Synopsis 8](#)

June 25, 1996 Office of Affirmative Action Compliance Memo, "[Board Motion on Sexual Harassment Prevention](#)"

[May 31, 2011 Chief Executive Office and Executive Office, Board of Supervisors - Approval of County of Los Angeles Policy of Equity](#)

[July 1, 2011 County of Los Angeles Policy of Equity](#)

[July 25, 2011 DHR Policies, Procedures, and Guidelines Policy No. 812](#)

[Los Angeles County Code Chapter 5.09 – Policy of Equity](#)

## POLICY

It is the policy of the County that a strategy should be developed and implemented that will ensure proper training of all County employees with respect to the County's [Policy of Equity on Sexual Harassment](#) ~~policy on sexual harassment~~. The policy further requires all employees to sign a statement acknowledging that they understand the policy and will adhere to it ~~when appropriate~~. All newly appointed employees, including supervisors and managers, shall fulfill mandated training requirements during the probationary period of their appointment and ~~bi-annually~~ [biennially](#) thereafter; and executive-level managers shall

receive specialized training and fulfill the training requirements ~~biennially~~bi-annually. The policy also requires that all managers and supervisors must be held accountable when they do not follow the County's Policy of Equity on Sexual Harassment. ~~policy on sexual harassment~~. It is also the County policy that a component of each Department Head's performance evaluation will include the effective implementation of the County's Policy of Equity on Sexual Harassment. ~~policy on sexual harassment~~.

#### RESPONSIBLE DEPARTMENT

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~~Office of Affirmative Action Compliance~~  
Department of Human Resources

#### DATE ISSUED/SUNSET DATE

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Issue Date: May 21, 1996  
Review Date: May 20, 2004  
Review Date: April 17, 2008  
Review Date: May 21, 2013

Sunset Review Date: May 21, 2003  
Sunset Review Date: May 21, 2008  
Sunset Review Date: May 21, 2013  
Sunset Review Date: May 21, 2018